

Maine Emergency Medical Services
500 Civic Center Drive
Augusta, ME

MINUTES

Transportation and Facilities

Date: June 9, 2005

- Introductions were made, the following workgroup members attended: Jim Farrell; Joanne LeBrun; Joseph Moore; Drexell White; Rick Cheverie; Bob Johnson; Roy Woods; Perry Jackson; and Jim McKenney.
- The role of the facilitators, Management Intervention Services, MIS, was discussed. The facilitators are to prepare meeting materials for the workgroup. The facilitators are to keep minutes and notes and then organize and distribute them via e-mail to workgroup members after each session. They are to keep the meetings on track and focused while managing workgroup time, assignments, task lists and the agenda. They will ensure equitable and meaningful participation of workgroup members, while ensuring that consensus is reached. They are to ensure continued commitment and follow through by workgroup members. Facilitators will be responsible for preparation of status reports and the final report and documentation to the EMS project leader.
- Jay Bradshaw presented an overview of the process and the tasks that were recommended by the EMSSTAR consultants, along with the expectations of Maine EMS and the legislature. Jay advised that the EMSSTAR report compared Maine to the National Standards.
- Expectations of the workgroup:
 1. Improvement of the EMS system. Don't spin the wheels; look to take action on the EMSSTAR recommendations.
 2. Make specific recommendations to the Board and don't set lofty goals.
 3. Increase patient care and outcomes by utilizing the whole EMS system.

4. Identify the resources that may be available to implement the recommendations and changes. Not just dollars, but also staff or any other resource. Expect that resources will be available.
5. Establish priorities.
6. Challenge the status quo. Brain storm with no limits.
7. Develop a mechanism to improve patient care and provider, EMS, and hospital care.
8. Define response time and establish a statewide consistent measurement of response time.
9. Address safety issues in transportation. Look to make transportation safer for the patient and the provider.
10. Communicate with other communities and workgroups. Look for coordination with those sectors. Get input from facilities and develop a comprehensive view of the system.
11. Review current vehicle requirements and protocols.
12. Need to address air and marine transportation.
13. Need to address all 10 of the recommendations, but limited to those 10.
14. Coordinate transportation needs between providers. Foster cooperative relationship between ambulance and hospitals.
15. Don't create more unfunded mandates.
16. Must consider sustainability of the system and any new policies.
17. There is a need to market the EMS system to the public and to each other. Educate and improve the field providers' knowledge of the whole system and how it can work for them.
18. Provide update information to the public and to the providers as the review and implementation process continues...Build "Buy In".
19. Board could distribute information.
20. Solicit input. Provide information to the regions and report to the Board. Provide links to Maine Fire Chiefs' Association; Maine Ambulance Association; Maine Hospital Association; Maine Firefighters' Association and regional web sites.
21. Make sure that information is in draft form.
22. Maine EMS sends letters to all...that process has started and web site is up and running.
23. Provide all of the committee member names and e-mail addresses.
24. Get input from "new faces".
25. Keep names out of minutes, keep anonymous.

➤ Ground Rules:

1. Meetings should start and end on time.
2. Open, honest exchange, respectful and civil.

3. Decision by consensus. There must be a willingness to accept and support the group.
4. Leave the room with a unified voice.
5. If no consensus, table the item for the next meeting. Vote if necessary if consensus can't be reached when item is brought up again. If item goes to vote there should be a majority vote.
6. Difficult issues should go to "parking lot" discuss at a later date.
7. Membership...there is currently no one in the workgroup from Southern Maine. Facilities are not represented. MEMS to make request from Region 1 for representation.
8. Bring experts in as needed.
9. Size of the group should be kept at a 15 member maximum.
10. Public input should be at the beginning and end of a meeting with a 15 minute time limit. All should be welcome and inclusive. Facilitators will manage.
11. Leave the room with a consensus.
12. There should be a short disclosure of interest statement, establish how the group was formed, that a "good group" was built.
13. Recuse only on vote issues.

➤ Meetings:

1. June 21st; July 12th; August 9th; and September 13th.
2. Quorum – 6 members for consensus or vote.